



MEET THE TWO TOOLS BEHIND YOUR AI SPRINT.

Use this one-page-at-a-time guide to open Gemini, create your NotebookLM space, and run one safe first test in each tool.

BEFORE YOU BEGIN

You do not need to understand everything today. Your job is simply to sign in, look around, and make sure both tools are available when the sprint starts.

1. GET READY FIRST

✓ A Google Account

Use the account you are comfortable using for the 49-day sprint.

✓ Your sign-in details

Have your password, passkey, or password manager nearby.

✓ 10 quiet minutes

You are opening the tools today, not mastering them.

2. CHOOSE YOUR DEVICE

Recommended: laptop or desktop

Best for first setup, especially NotebookLM uploads and notebook creation.

Phone or tablet is okay

Use the mobile apps if that is what you have. If something is hard to find, try a computer later.

3. SET UP GEMINI

Open	Go to gemini.google.com , or install the Google Gemini app from the App Store or Google Play.
Sign in	Use your Google Account. If a work account blocks access, use a personal Google Account or ask your workplace admin.
Find the message box	You should see a place to type a message. The screen may look slightly different from examples. That is okay.
Test prompt	Copy this into Gemini: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Explain what you can help me with in simple language. I am new to AI.</div>
Stop there	If Gemini answers, it is ready for your first Quick Win.

4. SET UP NOTEBOOKLM

Open	Go to notebooklm.google.com , or install the NotebookLM app from the App Store or Google Play.
Sign in	Use the same Google Account if possible. It keeps your setup simple.
Create a notebook	Look for a button like "Create new notebook". Name it: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">My AI Game Plan</div>
Add one harmless source	Use a simple PDF, public web page, Google Doc, or pasted notes. Avoid confidential work material for the first test.

Ask one source question

Copy this into the notebook chat:

Summarise this in five beginner-friendly bullet points.

5. WHICH TOOL SHOULD I USE?

Open Gemini when...

- You want help writing, planning, brainstorming, or rewriting.
- You have a general question.
- You want to talk through an idea before it is fully formed.

Open NotebookLM when...

- You have a file, report, source, notes, transcript, or web page.
- You want answers tied back to that material.
- You want to turn source material into summaries or study notes.

6. SIMPLE PRIVACY RULE

Do not start with private material.

For your first setup, avoid passwords, bank details, private medical details, legal documents, or confidential workplace information. Use a public article or harmless notes while you learn how the tools behave.

7. IF SOMETHING GOES WRONG

I cannot sign in.

Check the Google Account. Work or school accounts may be blocked by your organisation.

Gemini looks different.

Find the place where you can type a message. That is the part you need for now.

I am on mobile and cannot find something.

Move to a laptop or desktop if possible. NotebookLM is easiest on a larger screen.

The app will not install.

Use the browser version instead. A computer browser is usually easiest.

NotebookLM will not upload my file.

Try a smaller file, a different PDF, a web link, or paste a few notes manually.

I am worried about privacy.

Use harmless test material only. You can complete setup without uploading anything sensitive.

FINAL CHECK

- ✓ Gemini opened and answered one test prompt.
- ✓ NotebookLM opened and has a notebook called "My AI Game Plan".
- ✓ You used harmless material only.
- ✓ You are ready for the first Quick Win email.